



POSITION TITLE:	Programme Officer (Coordination and Support for ENPARD Projects in Georgia)	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	FAO Representation in Georgia (FECEO)	DUTY STATION:	Tbilisi, Georgia
		DURATION:	18 Months
		POST NUMBER:	unidentified
		CCOG CODE:	1A11

* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments_____

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.**

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization

Organizational Setting

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors. The activities of the FAO Country Offices include design and implementation of country-tailored field programmes, liaison with local donor representatives, and active public awareness-raising and outreach activities related to FAO initiatives such as the World Food Day.

The post is located in [the FAO representation in Georgia,]

Reporting Lines

Under the overall supervision of the FAO Representative, in Georgia (FECEO), functional supervision of the Senior Field Programme Officer and the Agriculture Policy Officer (REUT), in close collaboration with the Senior Policy Advisor of the two National Project Managers for the EU-funded project "ENPARD Technical Assistance - Capacity Development of the Ministry of Agriculture of Georgia – GCP/GEO/001/EC" and the ADA-funded project "Capacity Development of the Ministry of Agriculture of Georgia – GCP/GEO/004/AUT

Technical Focus

The incumbent will support the management and coordination of the Trust Fund (TF) projects. The incumbent will particularly provide technical and operational support to the implementation of the TF projects.

Key Results

Improved Operations and monitoring of ENPARD projects in Georgia.

Key Functions

- Support the Budget Holder in the projects operations and management in the areas of finance, administration, budget monitoring and human resources;
- Maintain a close liaison and communication with the resource partners, MoA and FAO in relation to the programme implementation and development in close collaboration with the National Project Managers;
- Facilitate contacts with FAO technical expertise in both the Regional Office and HQ as required for the implementation of the projects including obtaining of clearances and TORs as appropriate;
- Ensure timely identification and deployment of expertise including contribution to the finalization of the TOR;
- Ensure timely provision of other contractual services e.g. LOA or other services contracts;
- Collaborate with FAO on technical matters, enquiring support and clearance, where relevant, from Regional Office for Europe and Central Asia and maintains constant communication with relevant FAO officers and technical departments that support or could be considered to support project;
- Coordinate communication with FAO technical officers in order to clear reports and to identify other expertise needed for the projects
- Provide technical support to the activities of the coordination body of the overall ENPARD programme, and to the MoA to ensure that the current donor coordination group is effective
- Provide technical advice and inputs in the area of Disaster Risk Reduction (DRR)
- Update work plans and carries out budget management and monitoring in collaboration with the two NPM and other operational staff in the Country Office in Georgia
- Facilitate timely preparation of progress, financial and final reports for the projects
- Support experts in their work and assist NPMs in generally coordinating the delivery of agreed experts' inputs
- Perform any other related duties

Candidates will be assessed against the following

Minimum Requirements

- Advanced university degree in agriculture and/or economics or a related field
- Five years of relevant field experience in agricultural policy development and project management at national or international level
- Working knowledge (Level C) in English

Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable.
- Ability to plan and organize work and participate in a multi-disciplinary team
- Extent of relevant experience in project management experience working in policy-driven development projects
- Previous experience and familiarity with Georgian agricultural sector would be an asset
- Extent of knowledge of the socio-economic conditions and institutions and of development-related policies and procedures of the country of assignment
- Demonstrated analytical, negotiating and advisory skills
- Knowledge of the region is desirable
- Working knowledge of Russian is desirable
- Computer literacy with spreadsheets, databases and electronic programmes is an asset

Please note that all candidates should adhere to FAO Values of *Commitment to FAO, Respect for All* and *Integrity and Transparency*.

All candidates should possess computer/word processing skills

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY:

Carefully read and follow the **Guidelines to applicants**

Send your application to:

VA FEGEO-45-15-PRJ
FAO Representation in Georgia (FEGEO)
E-mail: FAOGE-Vacancies@fao.org

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

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